Basic Computer Course (पूरा जानकारी)

Basic Computer Course भनेको **computer चलाउन नजान्ने मान्छे लाई office level सम्म ल्याउने पहिलो step को course हो।**

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1. Basic Computer Course के हो?

यो course मा तपाईंले:

Computer चलाउने तरिका

- Document बनाउने
- Internet प्रयोग गर्ने
- Office काम गर्ने skill सिक्नुहुन्छ

2. के–के सिकाइन्छ?

(A) Computer Fundamentals

- Computer on/off
- Mouse, keyboard प्रयोग
- File / folder manage

(B) Typing + Office Work

- English + Nepali typing
- Letter / application लेख्ने

(C) Microsoft Office

Microsoft Word

- Letter, CV, application बनाउने
- Office document तयार गर्ने

Microsoft Excel

- हिसाब किताब (accounting basic)
- table, chart बनाउने

Microsoft PowerPoint

- presentation बनाउने
- school / office presentation

(D) Internet & Email

- Google search
- Email खोल्ने / पठाउने
- Online form भरिने

3. कति समय लाग्छ?

 1देखि 3 महिना (regular class अनुसार)

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4. Basic Computer सिकेर के हुन्छ?

✔ Job opportunity

- Office assistant
- Data entry job
- School/college computer helper

✔ Daily life easy

- Online form भर्न सकिन्छ
- CV, letter आफै बनाउन सकिन्छ

✔ Further study base

- DCA
- Computer Operator
- Graphic Design

5. कति कमाइ हुन्छ?

- Fresh job: 15,000 – 20,000 NPR
- Experience पछि: 25,000+ NPR

6. कसले सिक्नुपर्छ?

- SEE pass student
- Computer नजान्ने सबै
- Job खोज्ने मान्छे
- Institute खोल्ने सोच भएका व्यक्ति

Conclusion

 Basic Computer Course =

✔ Computer चलाउने आधार

✔ Job को पहिलो step

✔ IT future को foundation